

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083

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1400 E. Washington Avenue
Madison, WI 53703

E-Mail: web@dsps.wi.gov

Website: <http://dsps.wi.gov>

MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELING, AND SOCIAL WORK EXAMINING BOARD

SOCIAL WORKER APPLICATION

Under Wisconsin law, the Department must deny your application if you are liable for delinquent state taxes or child support (sec. 440.12, Stats.).

☐ Your name and address are available to the public.

PLEASE TYPE OR PRINT IN INK

☐ Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14)

Last Name	First Name	MI	Former / Maiden Name(s)
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Your Street Address (number, street, city, state, zip)

Mail To Address (if different)

Date of Birth _____ month day year	Daytime Telephone Number () - _____
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Ethnic/gender status information is optional. Sex: ☐ M ☐ F Ethnic: ☐ White, not of Hispanic origin ☐ Black, not of Hispanic origin ☐ Hispanic ☐ American Indian or Alaskan ☐ Asian or Pacific Islander ☐ Other

Have you ever held a license/credential in the state of Wisconsin? ____ Yes ____ No (please indicate)

If yes, provide your Wisconsin license/credential number. _____

Certification is required for use of the following titles: "Social Worker", "Advanced Practice Social Worker" and "Independent Social Worker".

Credential Type For Which You Are Applying: (Check One)

- ☐ (120) Social Worker (CSW) - I have a bachelor's, master's or doctoral degree in social work from a program accredited by, or a pre-accreditation program of, the council on social work education (CSW).
- ☐ (121) Advanced Practice Social Worker (CAPSW) - I have a master's or doctoral degree in social work from a program accredited by, or a pre-accreditation program of, the council on social work education.
- ☐ (122) Independent Social Worker (CISW) - I have a master's or doctoral degree in social work from a program accredited by, or a pre-accreditation program of, the council on social work education. After receiving my master's or doctorate degree, I have engaged in at least 3000 hours of full-time supervised social work practice in no less than two years, and was supervised by an approved supervisor.

Professional Education (post-secondary schools, locations, degrees and dates of graduation) Attach additional sheets if necessary. DATE OF			
SCHOOL	LOCATION (City/State)	DEGREE & MAJOR	GRADUATION (m/d/y)

APPLICATION FEES: Make one check payable to DSPS for the total DSPS fee and attach to this application.

<input type="checkbox"/> Initial License	<input type="checkbox"/> I have taken State Law Exam and have been credentialed in the last 5 years as a:
\$ 75.00 Initial Credential Fee	CSW CAPSW CISW
\$ 75.00 State Law Exam Fee	
\$ 15.00 Contract Exam Fee	\$ 75.00 Initial Credential Fee
\$ 165.00 Total Fee	\$ 15.00 Contract Exam Fee
	\$ 90.00 Total Fee

☐ Temporary Certificate or License (available to all levels, but not for reciprocal applicants)
\$ 10.00 In addition to the above fee (non-refundable)

☐ Reciprocal Fee (for persons credentialed in another state at the same level)

<input type="checkbox"/> Social Worker	<input type="checkbox"/> Advanced Practice Social Worker
\$ 85.00 Reciprocal Initial Credential Fee	\$ 85.00 Reciprocal Initial Credential Fee
\$ 75.00 State Law Exam Fee	\$ 75.00 State Law Exam Fee
\$ 160.00 Total Fee	\$ 160.00 Total Fee

☐ Independent Social Worker

\$ 85.00 Reciprocal Initial Credential Fee
\$ 75.00 State Law Exam Fee
\$ 160.00 Total Fee

For Receipting Use Only

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APPLICANTS WHO ARE CREDENTIALLED AS SOCIAL WORKER IN OTHER STATES OR TERRITORIES COMPLETE THIS SECTION:

I am credentialed in the following states or territories:

You are required to have each state board or territory of the United States in which you have ever been credentialed, submit verification (Form #2572) to the Wisconsin Social Worker Section. The verification must state your date of birth, credential number, date of issuance, and a statement regarding disciplinary actions. If your credential was obtained without having taken a national exam or its equivalent, you may not be eligible for licensure by reciprocity in Wisconsin.

FOREIGN DEGREES

Was your degree issued by a school outside of the U.S.? ☐ Yes ☐ No

Applicants with a degree awarded by a foreign institution of higher learning are required to submit verification from the Council of Social Work Education (CSWE) that the degree has been determined by the CSWE to be equivalent to a program accredited by the CSWE. MPSW 3.05(2)

CSWE contact information: COUNCIL OF SOCIAL WORK EDUCATION
DIVISION OF STANDARDS AND ACCREDITATION
1725 DUKE ST STE 500
ALEXANDRIA VA 22314-2457
Telephone: 703-519-2044 FAX: 703-739-9048

Was the degree program in English? ☐ Yes ☐ No

If the applicant's education was not received in English, the applicant must demonstrate proficiency in English by achieving a score of 550 (or 213 on the computer-based exam) or above on the test of English as a foreign language (TOEFL) or an equivalent score on an equivalent examination. MPSW 3.05(2)

TOEFL contact information: Telephone: 609-771-7100

SUPERVISED SOCIAL WORK EXPERIENCE To be completed by applicants for CISW only.

(If you are applying for **basic Social Worker**, or **Advanced Practice Social Worker** certification, do not complete this part.)

SUPERVISION:

All supervisors are legally and ethically responsible for the activities of the social worker supervisee. Supervisors shall be available or make appropriate provision for emergency consultation and intervention. Supervisors must be able to interrupt or stop the supervisee from practicing in given cases and to stop the supervised relationship if necessary.

Supervision – CISW Applicants only:

Supervised Pre-Certification Practice (MPSW 3.07 and MPSW 4, Wis. Adm. Code)

Supervision of pre-certification practice of social work includes the direction by an approved supervisor of social work practice in face-to-face individual or group sessions of at least one hour duration, during each week of supervised practice of social work. Also, at least 3,000 hours of social work practice in no less than two years, under the supervision of an approved supervisor.

I have engaged in supervised social work practice at the following: (If you need additional space, attach paper with your name and date of birth at the top.)

Agency:	Agency:
Location:	Location:
Dates From-To: Hrs Wk: Total Hrs _____ x _____ = _____	Dates From-To: Hrs Wk: Total Hrs _____ x _____ = _____
Position/Title:	Position/Title:
Practice Supervisor (CISW/CICSW/LCSW): Credential #	Practice Supervisor (CISW/CICSW/LCSW): Credential #
Volunteered/Employed:	Volunteered/Employed:

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Mark an X in the appropriate box. If you answer YES to any question, give an explanation of all details on an attached sheet.

A "YES" answer does not preclude certification. *Please print your name and birth date at the top of each attached sheet.*

THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS

	<u>YES</u>	<u>NO</u>
1. Do you hold a certificate from the Academy of Certified Social Workers (ACSW)? If yes, request ACSW to submit written verification of your certification directly to the Social Worker Section. See MPSW 3.07(4) in the Wis. Admin. Code book.	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you a Board Certified Diplomate (BCD) of the American Board of Examiners in Clinical Social Work? If yes, request the Board to submit written verification directly to the Social Worker Section. See MPSW 4.01(4) in the Wis. Admin. Code book. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you hold or have you ever held a credential (license, certification or registration) as a Social Worker in any other state or other government jurisdiction? If yes, list where; submit the enclosed Verification Form (Form #2572) to each jurisdiction. _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you hold or have you ever held a credential (license, certification or registration) in any other occupation or profession in Wisconsin or any other jurisdiction? If yes, what credentials(s) in which jurisdictions?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever applied for and been denied a credential (license, certification or registration) in any profession? If yes, give details on an attached sheet, including the name of the profession and the licensing authority. _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Has your credential (license, certification, registration) in any profession ever been restricted, revoked, suspended, limited, surrendered or canceled, or has any other disciplinary action been taken against it in Wisconsin or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the authority.	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever surrendered or canceled your credential (license, certification or registration) in lieu of disciplinary proceedings by the issuing authority in any profession in Wisconsin or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the authority.	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever been the subject of a disciplinary action by a regulatory committee of a professional association? If yes, give details on an attached sheet, including the name of the association.	<input type="checkbox"/>	<input type="checkbox"/>
9. Is disciplinary action pending against you in any jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the authority.	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have any felony or misdemeanor charges pending against you? If yes, attach a sheet providing details about the pending charge, copy of the court documents and status of the charge. (Please do not give details on minor traffic charges, but do include information relating to <u>Driving While Intoxicated</u> (DWI) charges.)	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you ever been convicted of a misdemeanor or a felony? If yes, attach a sheet providing details about the crime, including date of conviction, penalty and a copy of the court documents. (Please do not give details on minor traffic convictions, but do include information relating to <u>Driving While Intoxicated</u> (DWI) charges.)	<input type="checkbox"/>	<input type="checkbox"/>
12. Are you incarcerated, on probation or on parole for any conviction? If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer.	<input type="checkbox"/>	<input type="checkbox"/>
13. Have any suits or claims ever been filed against you as a result of professional services? If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition.	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there anything that will prevent you from performing the essential tasks of this profession as generally understood in the profession and as defined in <u>Wisconsin Statutes</u> ? If yes, give details on an attached sheet.	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you ever been involuntarily terminated from any behavioral health or related employment for unprofessional conduct? If yes, give details on an attached sheet.	<input type="checkbox"/>	<input type="checkbox"/>
16. Do you hold or have you ever held a social worker training certificate?	<input type="checkbox"/>	<input type="checkbox"/>
17. If applying for CISW, do you hold an Advanced Practice Social Worker certificate in Wisconsin? If yes, give credential number _____.	<input type="checkbox"/>	<input type="checkbox"/>

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CERTIFICATION OF LEGAL STATUS.

I declare under penalty of law that I am (check one):

_____ a citizen or national of the United States, or

_____ a qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

ALL APPLICANTS MUST COMPLETE THIS SECTION

AFFIDAVIT OF APPLICANT (Sign and date in the presence of a notary)

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause for disciplinary action.

Signature of Applicant

Date

State of _____ County of _____

Subscribed and sworn to before this _____ day of

_____, 20____, by _____
(Applicant name)

Signature of Notary Public

S E A L

Date Commission Expires

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SOCIAL SECURITY NUMBER. Your social security number (or employer identification number if you are applying as a business entity) must be submitted with your application on this form. If you do not have a social security number you must submit a statement under oath or affirmation. If your social security number or a statement is not provided, your application will be denied.¹ A form for submitting a statement that you do not have a social security number is available from the department.

(Please Print)

First Name**Middle Initial**

Last Name

Profession

Date of Birth

month

day

year

			-			-				
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Social Security Number or FEIN

The Department may not disclose the social security number collected above except to the Department of Children and Families for purposes of administering the child and spousal support program,² to the Department of Revenue for the purpose of determining whether you are liable for delinquent taxes,³ and to the federal Healthcare Integrity and Protection Data Bank for the purpose of reporting adverse actions against health care practitioners.⁴

EMAIL ADDRESS:

Do you have an email address?

☐ Yes

☐ **No**

If yes, this field is required to receive your application status electronically. Your email address must be clearly legible with the correct case sensitive information.

EMAIL ADDRESS: Submit your email address in the spaces provided below or attach a printer copy.

[illegible]

If no, your checklist will be sent by first class mail.

¹ Section 440.03 (11m), Wis. Stats.

² Sections 49.22, and 440.13, Wis. Stats.

³ Section 440.12, Wis. Stats.

⁴ Health Insurance Portability and Accountability Act (HIPAA) of 1996

This form is authorized by secs. 440.12 and 440.14, Wis. Stats. Making a false statement in connection with this application may result in revocation or denial.